

Temp. Duty Travel Allowances

§ 301-10.164

service for another part of your trip, and you improperly use a foreign air carrier (i.e., when neither authorized to do so nor otherwise permitted under this regulation), your agency will pay the transportation cost on the foreign air carrier for only the portion(s) of the trip for which you were authorized to use foreign air carrier service. The agency must establish internal procedures for denying reimbursement to travelers when use of a foreign air carrier was neither authorized nor otherwise permitted under this regulation.

TRAIN

§301-10.160 What classes of train accommodations are available?

(a) *Coach-class*—The basic class of accommodations offered by a rail carrier to passengers that includes a level of service available to all passengers regardless of the fare paid. Coach-class includes reserved coach accommodations as well as slumber coach accommodations when overnight train travel is involved.

(b) *Slumber coach*—Includes slumber coach accommodations on trains offering such accommodations, or the lowest level of sleeping accommodations available on a train that does not offer slumber coach accommodations.

(c) *First-class*—Includes bedrooms, roomettes, club service, parlor car accommodations, or other premium accommodations.

§301-10.161 What class of train accommodations must I use?

You must use coach-class accommodations for all train travel, except when your agency authorizes first-class service.

§301-10.162 When may I use first-class train accommodations?

Only when your agency specifically authorizes/approves your use of first-class train accommodations under paragraphs (a) through (d) of this section.

(a) No coach-class accommodations are reasonably available. "Reasonably available" means available and scheduled to leave within 24 hours of the employee's proposed departure time, or

scheduled to arrive within 24 hours of the employee's proposed arrival time.

(b) When use of first-class is necessary to accommodate a disability or other special need. A disability must be substantiated in writing by competent medical authority. A special need must be substantiated in writing according to your agency's procedures. If you are authorized under §301-13.3(a) of this chapter to have an attendant accompany you, your agency also may authorize the attendant to use first-class accommodations if you require the attendant's services en route.

(c) When exceptional security circumstances require first-class travel. Exceptional security circumstances include, but are not limited to:

(1) Use of other than first-class accommodations would endanger your life or Government property;

(2) You are an agent on protective detail and you are accompanying an individual authorized to use first-class accommodations; or

(3) You are a courier or control officer accompanying controlled pouches or packages.

(d) Inadequate foreign coach-class train accommodations. When coach-class train accommodations on a foreign rail carrier do not provide adequate sanitation or health standards.

§301-10.163 What is an extra-fare train?

A train that operates at an increased fare due to the extra performance of the train (i.e., faster speed or fewer stops).

§301-10.164 When may I use extra-fare train service?

You may travel coach-class on an extra-fare train whenever your agency determines it is more advantageous to the Government or is required for security reasons. The use of AMTRAK Metroliner coach accommodations is advantageous to the Government; AMTRAK Metroliner Club Service, however, is a first-class accommodation and may be authorized/approved only as provided in §301-10.162.

[63 FR 15955, Apr. 1, 1998; 63 FR 35537, June 30, 1998]

SHIP

§ 301-10.180 Must I travel by a U.S. flag ship?

Yes, when a U.S. flag ship is available unless the necessity of the mission requires the use of a foreign ship. (See 46 U.S.C. App. Sec. 1241.)

§ 301-10.181 What is my liability if I improperly use a foreign ship?

You are required to travel by U.S. flag ship for the entire trip, unless use of a foreign ship has been authorized by your agency. Any cost that is attributed to improper or unauthorized use of a foreign ship is your responsibility.

[63 FR 15955, Apr. 1, 1998; 63 FR 35537, June 30, 1998]

§ 301-10.182 What classes of ship accommodations are available?

Accommodations on ships vary according to deck levels.

(a) *First-class*—All classes above the lowest first class, includes but is not limited to a suite.

(b) *Lowest first class*—The least expensive first class of reserved accommodations available on a ship.

§ 301-10.183 What class of ship accommodations must I use?

You must use the lowest first class accommodations when traveling by ship, except when your agency specifically authorizes/approves your use of first-class ship accommodations under paragraphs (a) through (c) of this section.

(a) Lowest first class accommodations are not available on the ship.

(b) When use of first-class is necessary to accommodate a disability or other special need. Disability must be substantiated in writing by competent medical authority. Special need must be substantiated in writing according to your agency's procedures. If you are authorized under § 301-13.3(a) of this chapter to have an attendant accompany you, your agency also may authorize the attendant to use first-class accommodations if you require the attendant's services en route.

(c) When exceptional security circumstances require first-class travel. Exceptional security circumstances include, but are not limited to:

(1) The use of lowest first class accommodations would endanger your life or Government property; or

(2) You are an agent on protective detail and you are accompanying an individual authorized to use first-class accommodations; or

(3) You are a courier or control officer accompanying controlled pouches or packages.

LOCAL TRANSIT SYSTEM

§ 301-10.190 When may I use a local transit system (bus, subway, or streetcar)?

(a) To, from, and between places of work. The use of bus, subway, or streetcar is an allowable expense for local travel between places of business at your official station or a TDY station, and between places of lodging and place of business at a TDY station.

(b) To places where meals can be obtained. Where the nature and location of the work at your TDY station are such that meals cannot be obtained there, travel to obtain meals at the nearest available place is an allowable expense. You must, however, attach a statement to your travel voucher explaining why such travel was necessary.

Subpart C—Government Vehicle

§ 301-10.200 What types of Government vehicles may my agency authorize me to use?

You may be authorized to use:

(a) A Government automobile in accordance with § 301-10.220;

(b) A Government aircraft in accordance with § 301-10.260 through § 301-10.262 of this part; and

(c) Other type of Government vehicle in accordance with any Government-issued rules governing its use.

[63 FR 15955, Apr. 1, 1998; 63 FR 35537, June 30, 1998]

§ 301-10.201 For what purposes may I use a Government vehicle other than a Government aircraft?

Only for official purposes which include transportation:

(a) Between places of official business;